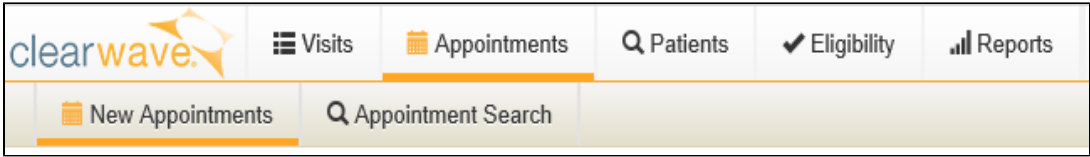
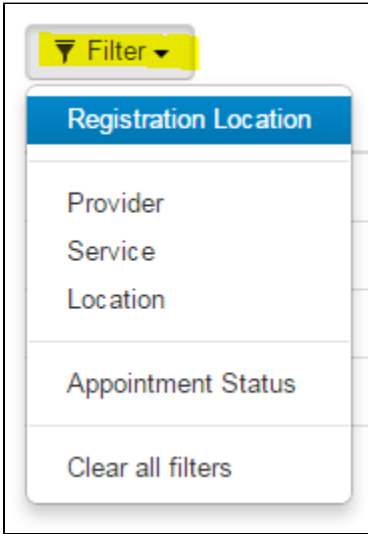


# Working With Appointments

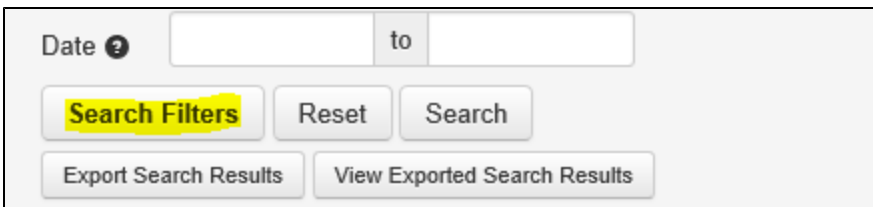
The Appointments module is comprised of 2 components: "New Appointments" and "Appointment Search." The "Patient Search/Check In" tab redirects the user to the search engine under the Visits module.



With the filter the appointments view, the "filter" drop down menu shows the same filters as in the "visits" tab.



Selecting the "appointment search" tab takes you to a similar page as on the visits tab. This searches through all appointments with the selected criteria. The search filters work the same as on the visits tab with the same filters.



### Search Filters

**Filter**

- Registration Location
- Provider
- Service
- Location
- Payer

**Flags**  Include Cleared Flags

- Eligibility: Data Conflict
- Eligibility: Other Payer on File
- Eligibility: Managed Care
- Demographics Changed at Mobile Pre-Check
- Insurance Changed at Mobile Pre-Check

**Appointment Status**

- Checked In
- Scheduled
- Confirmed
- Mobile
- Late / No Show

### Search Filters

- Mobile
- Late / No Show
- Cancelled

**Eligibility Status**

- Active
- Inactive
- Rejected
- Error
- Pending
- Self-Pay
- Unlisted

**Appointment Date**

- None
- In The Next  Days
- More Than  Days From Now
- Date  to  ?
- In Range  to  ?
- Search by Received Date and Time (Default Search by Scheduled Date and Time)

APPT. ID	PATIENT ID	PATIENT	RECEIVED	SCHEDULED	STATUS	VISIT	TASKS	PRI	SEC	TER	LAST ELIGIBILITY	OUTSTANDING BALANCE	TODAY'S BALANCE
a0b3111a...	6298a570...	SMITH, JULIE	07/21/2017 12:35 PM	07/21/2017 01:34 PM	Checked In	07/21/2017 12:23 PM	1	!	!		07/21/2017 12:35 PM	\$0.00	\$0.00
9dc06057...	349db891...	CLARK, LINDSEY	07/21/2017 12:34 PM	07/21/2017 01:34 PM	Checked In	07/21/2017 12:12 PM	1	!	↻	!	07/21/2017 12:34 PM	\$0.00	\$0.00
80bdf1c8...	349db891...	CLARK, LINDSEY	07/21/2017 03:11 PM	07/21/2017 04:30 PM	Checked In	07/21/2017 03:16 PM	1	!	↻	!	07/21/2017 03:11 PM	\$0.00	\$0.00
486eead5...	6298a570...	SMITH, JULIE	07/21/2017 03:12 PM	07/21/2017 04:35 PM	Scheduled	<a href="#">Check In</a>	1	!	!		07/21/2017 03:12 PM	\$0.00	\$0.00
79a17b54...	9283277b...	THAMES, LAURA	07/21/2017 03:35 PM	07/21/2017 04:40 PM	Checked In	07/21/2017 03:36 PM	1	✓			07/21/2017 03:35 PM	\$0.00	\$0.00

The patient quick view is same as the quick view on the "Visits" tab, only the colors are a little different.

**CLARK, LINDSEY** 222a1bfb-9831-4b3a-9462-e935341568b4

[Visit History](#) | [Appointment History](#)

**APPOINTMENT: 01/07/2016 11:59 AM - Lindsey Clark's Dermatology** 0c62e713-abd3-4362-9ba8-b1546158578a

---

222a1bfb-9831-4b3a-9462-e...

**Alternate Patient ID** TEST

**Scheduled Date/Time**  
01/07/2016 11:59 AM

**Status**  
Checked In

**Checked In**  
01/07/2016 08:20 AM

**Appointment ID**  
0c62e713-abd3-4362-9ba8-b...

**Registration Location**  
Lindsey Clark's Dermatology

**Received Date/Time**  
01/06/2016 10:59 AM

**Appt. Service**  
-

**Outstanding Balance**  
\$0.00

**Today's Balance**  
\$0.00

**Estimated Copay Due**  
\$25.00 (Primary Care Physi...

**Member ID**  
[REDACTED]

**Group Number**  
[REDACTED]

**Rel. To Subscriber**  
Subscriber/Self

**Member**  
CLARK, LINDSEY  
[REDACTED]  
Female

**Eligibility**  
Active Coverage

**Transaction Date**  
01/06/2016 10:59 AM

**Remaining Deductible**  
\$500.00

**Estimated Copay**  
\$25.00 (Primary Care Physician)

[Eligibility & Benefits](#)

---

▼ Demographics

**Demographics Changed at...**

**Name**  
CLARK, LINDSEY

**DOB**  
[REDACTED]

**Gender**  
Female

**SSN**  
[REDACTED]

**Primary Phone**

**Secondary Phone**

**Custom Fields**

**Test**  
Patient Accepts Consent  
01/07/2016 [Print](#)

**guarantor**  
Spouse  
[REDACTED]

**Printable Custom Forms**  
[Lindsey Test](#)  
[Print](#)

From this page, you can access the "visit history" and the "appointment history."

CLARK, LINDSEY 222a1bfb-9831-4b3a-9462-e935341568b4

[Visit History](#) | [Appointment History](#)

📅 **APPOINTMENT: 01/07/2016 11:59 AM - Lindsey Clark's Dermatology** 0c62e713-abd3-4362-9ba8-b1546158578a

222a1bfb-9831-4b3a-9462-e... -

**Alternate Patient ID**      **Appt. Service**  
TEST      -

**Scheduled Date/Time**      **Outstanding Balance**  
01/07/2016 11:59 AM      \$0.00

**Status**      **Today's Balance**  
Checked In      \$0.00

**Checked In**      **Estimated Copay Due**  
📅 01/07/2016 08:20 AM      \$25.00 (Primary Care Physi...

**Appointment ID**  
0c62e713-abd3-4362-9ba8-b...

**Registration Location**  
Lindsey Clark's Dermatology

**Received Date/Time**  
01/06/2016 10:59 AM

▼ Demographics

📅 **Demographics Changed at...**      **Custom Fields**

**Name**  
CLARK, LINDSEY

**DOB**  
[REDACTED]

**Gender**  
Female

**SSN**  
[REDACTED]

**Primary Phone**

**Secondary Phone**

**Test**  
Patient Accepts Consent  
01/07/2016 [Print](#)

**guarantor**  
Spouse  
[REDACTED]

**Printable Custom Forms**  
Lindsey Test  
[Print](#)

**Member ID**  
[REDACTED]

**Group Number**

**Rel. To Subscriber**  
Subscriber/Self

**Member**  
CLARK, LINDSEY  
[REDACTED]  
Female

**Eligibility**  
**Status**  
Active Coverage

**Transaction Date**  
01/06/2016 10:59 AM

**Remaining Deductible**  
\$500.00

**Estimated Copay**  
\$25.00 (Primary Care Physician)

[Eligibility & Benefits](#)